

CAP WING INSPECTION GUIDE



OPR: NHQ CAP/EXI
EFFECTIVE DATE: 1 February 2005

Possible CI Grades & Important Terms

Outstanding (O): Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

Excellent (E): Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Successful (S): Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

Marginal (M): Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment or endanger personnel or resources.

Benchmark Candidate--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

Commendable Item--A highly effective concept, technique, or management practice that exceeds regulatory requirements or is significantly better than those found in other units.

Observation--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

Finding--A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (**). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 details.

Repeat Finding--A finding reported in the units previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

Open Item--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and NHQ and CAP-USAF has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)


15 January 2005

MEMORANDUM FOR CAP REGIONS, WINGS AND LIAISON OFFICES

FROM: CAP/IG and CAP-USAF/IG


SUBJECT: Wing Inspection Guide

1. Attached is the revised CAP Wing Inspection Guide. The effective date of this guide is 1 February 2005. This Guide was completely revised with an emphasis on safety, accountability and leadership incorporating criteria required under CAP regulations and the Statement of Work for CAP's Cooperative Agreement with the US Air Force.
2. To reduce the burden on the CAP Wing as it prepares for inspection, HQ CAP/EXI will obtain reports or listings marked with a diamond (◆). If the information is available, then copies will not be asked for during the Compliance Inspection, although that area may still be an item for discussion.
3. See the inside back cover for making recommendations for changes. **Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as liaison offices.** Commanders/directors are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.
4. Questions concerning this guide should be directed to HQ CAP/EXI.


WILLIAM S. CHARLES II, Col, CAP
CAP Inspector General


DONALD HERRING, Lt Col, USAF
CAP-USAF Inspector General

Approved/~~Disapproved~~.


DWIGHT H. WHELESS, Maj Gen, CAP
Commander, Civil Air Patrol


GEORGE C. VOGT, Colonel, USAF
Commander, CAP-USAF

Attachment:
CAP Wing Inspection Guide

CAP Wing Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		
	ITEM	REFERENCE
1.	Has the wing commander staffed each authorized wing Aerospace Education (AE) position? a. As a minimum, has the wing commander appointed a wing Director of Aerospace Education (DAE) in writing? b. In addition, has the wing commander also appointed an Internal Aerospace Education Officer (AEO) and an External AEO?	CAPR 280-2 para 3 CAPR 20-1 page 25 and CAPP 15
2.	Has the Wing DAE passed the Aerospace Education Program for Senior Members (AEPSM) exam and earned the Yeager award? If not, is the DAE working on completing the program? ▪ Have the Internal and External AEOs earned the Yeager award or are they working on it?	CAPR 280-2 para 2a(2)(a) and CAPP 215 page 6
3.	Is the Wing AE Staff progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i> , or have they completed the program? a. What Specialty Track rating does the Wing DAE hold? b. What rating do the Internal and External AEOs hold?	CAPR 280-2 para 2a(2)(b)
4.	Has the Wing DAE developed an annual written Wing AE Plan of Action that is signed/approved by the wing commander? a. Are finite, measurable goals for both internal <u>and</u> external AE programs included? b. Is program monitoring addressed (unit visits to assist with cadet and senior member AE programs)? c. Are promoting of award nominations, AE seminar(s) at Wing Conference and Wing AE workshops for CAP members included? d. Are periodic reporting, award processing, partnerships, and coordination with non-CAP agencies who support AE included? e. Is the Plan of Action reviewed periodically to check progress in accomplishing goals? f. Is the wing commander periodically informed of the wing's progress?	CAPR 280-2 para 3c(1)-(3) and CAPP 15 pages 53-55 CAPR 280-2 para 3C(6) CAPR 280-2 para 3C(6)
5.	Does the DAE maintain a current unit AEO roster? a. Does the DAE communicate on a regular basis with all unit AEOs? b. What method of communication is used (e-mail, phone, newsletter, mail, visit)?	CAPR 280-2 para 3c(12) and (14)

6.	How is the AEPSM program monitored? ▪ Is the DAE issuing the Yeager Certificates to the local squadron commanders?	CAPR 280-2 para 2a(2)(a) and 3c(17-20)
7.	♦ Did the DAE submit an end-of-year AE Activity Report for the last calendar year? a. Review the Activity Report and the required documentation. b. Was the wing AE Plan of Action addressed in the end-of-year AE Activity Report (attainment of established goals)? c. Did the Wing Commander sign and date the report? Was the required copy sent to the Region DCS/AE?	CAPR 280-2 para 3c(4) and CAPP 15, pages 61-64
8.	Does the DAE encourage the wing's units to participate in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? ▪ How many units are participating? (♦ Please provide a list of those units) How many completed?	CAPP 15 pages 38-39
9.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 para 3c(15) and CAPP 15 page 17
10.	Did the Wing DAE consider submitting nominations for (DAE should provide copies of completed nomination forms): a. Brewer Awards (Cadet, Senior Member, Individual, Organization categories)? b. A. Scott Crossfield Aerospace Education Teacher of the Year Award? c. Crown Circle Award? What process does the DAE use to promote and encourage subordinate units to make nominations for the above awards?	CAPR 280-2 para 4 and CAPP 15 CAPR 280-2 para 3c(10) and 4b CAPR 280-2 para 3c(10) and 4d CAPR 280-2 para 3c(10) and 4c CAPR 280-2 para 3c(21)
11.	Has the DAE worked with the Wing Public Affairs Officer to publicize Aerospace Education and to encourage that nominations be submitted for AE-related awards? ▪ What additional methods of publicizing AE events, activities, and awards are utilized?	CAPR 280-2 para 3c(11) CAPR 280-2 para 3c(10) and (22)

TAB B-1: CADET PROGRAMS		
	ITEMS	REFERENCE
1.	<p>Cadet Protection:</p> <p>a. How does the wing ensure all adults who interact with cadets do so in accordance with the Cadet Protection Policy?</p> <p>b. Have there been any instances where the policy was violated or abuse suspected? Did the wing respond to the incident(s) in accordance with CAPR 52-10?</p>	<p>CAPR 52-10 para 3 &4</p> <p>CAPR 52-10 para 1</p>
2.	Leadership Standards: For cadet activities that are four nights in duration or longer, does the wing ensure that the cadets and senior members on staff complete the “Required Staff Training” curriculum?	CAPR 52-16 para 1-4d
3.	<p>Safety: What safety guidelines does the wing follow in the following scenarios:</p> <p>a. Training during hot weather?</p> <p>b. Cadet firearms training?</p> <p>c. Rappelling?</p> <p>d. Physical fitness training?</p>	<p>CAPR 52-16 para 1-5a</p> <p>CAPR 52-16 para 1-5c</p> <p>CAPR 52-16 para 1-5f</p> <p>CAPR 52-16 para 1-3a(4)</p> <p>and CAPP 52-18 page 12</p>
4.	Professional Development: Has the DCP attained the Master Rating in the Cadet Programs Specialty Track, or can the DCP demonstrate he/she has the expertise necessary to manage and direct all Cadet Program functions for the wing?	CAPR 20-1 page 34
5.	<p>Supervision & Assistance.</p> <p>a. How does the DCP monitor how squadrons implement the Cadet Program at the local level?</p> <p>b. How does the DCP assist units whose leaders are new to the Cadet Program?</p> <p>c. How does the wing monitor and assist units in conducting the character development element of the Cadet Program, especially for units who do not have a chaplain or moral leadership officer assigned?</p>	<p>CAPR 20-1 page 34</p> <p>CAPR 20-1 page 34</p> <p>CAPR 20-1 page 34 and CAPR 52-16 para 1-3e</p>
6.	Communications: How does the CP staff promote cadet activities, announce new policies, and share best practices within the wing?	CAPR 20-1 page 34
7.	<p>Cadet Advisory Council: How do the DCP and commander use the Cadet Advisory Council to obtain a cadet perspective on issues affecting the wing?</p> <p>a. How often does the CAC meet?</p> <p>b. Please provide most current copies of CAC minutes.</p>	<p>CAPR 52-16 para 3-1</p> <p>CAPR 52-16, Para 3-2d</p> <p>CAPR 52-16 Para 3-6</p>
8.	Cadet Orientation Flights: How does the wing monitor	CAPR 20-1 page 34;

	the Cadet Orientation Flight program to ensure funds are spent properly, and that all cadets have an equal opportunity to fly?	CAPR 52-16 para 4-2
9.	Cadet of the Year: Does the wing participate in the Cadet of the Year program?	CAPR 39-3 para 24
10.	Scholarships: How does the CP staff assist the commander in publicizing scholarship opportunities and managing the application process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-4
11.	National Cadet Special Activities: How does the CP staff assist the commander in publicizing NCSAs and managing the selection and slotting process?	CAPR 20-1 page 34 and CAPR 52-16 para 4-1
12.	Encampment: Does the wing have a record or curriculum plans or schedules that demonstrate that its encampment (if it conducts one) fulfills the minimum requirements of CAPR 52-16?	CAPR 52-16 para 5-8
13.	Wing Activities: a. Does the CP staff provide command-wide special activities for cadets? b. Does the wing have a record or curriculum plans or schedules demonstrating that activities are well-planned and achieve measurable objectives?	CAPR 20-1 page 34-35 and CAPR 52-16 para 1-3a

TAB C-1: EMERGENCY SERVICES		
	ITEM	REFERENCE
1.	<p>a. Has the wing commander appointed a Director of Emergency Services (DOS) in writing or are you utilizing the NHQ Duty Assignment Utility?</p> <p>b. Does the wing DOS have any assistants? If yes, explain the duties, responsibilities, and qualifications of each assistant.</p> <p>c. Has the wing DOS completed the Emergency Services Specialty Track training?</p> <ul style="list-style-type: none"> ▪ If yes, please provide documentation for all certifications. 	<p>CAPR 20-1 page 25</p> <p>CAPR 20-1 Fig 9</p> <p>CAPR 50-17 and CAPP 213</p>
2.	<p>a. Has the wing published a supplement to CAPR 60-3?</p> <ul style="list-style-type: none"> ▪ ♦ If yes, please provide copies of all guidance and approvals from higher headquarters as required. <p>b. Does the wing have any current, approved MOUs with its state or local agencies? When was it (they) last updated and/or reviewed?</p> <ul style="list-style-type: none"> ▪ ♦ If so, please provide copies of the MOU(s) along with the approval documentation. <p>c. Are the commander and operations personnel knowledgeable of the responsibilities and capabilities of the primary and secondary SAR/DR agencies? Has the wing established contact with the primary SAR/DR agencies in its area? Have any local agreements or joint operating procedures been formulated?</p> <ul style="list-style-type: none"> ▪ If yes, provide documentation of contact and established procedures. 	<p>CAPR 60-3 para 1-3</p> <p>CAPR 60-3 para 5-3b(1)</p> <p>CAPR 60-3 para 6-2a and 7-4</p> <p>CAPR 60-3 para 6-2b</p>
3.	<p>Does the wing ensure that responsible wing personnel can be contacted at any time by the Air Force Rescue Coordination Center (AFRCC), Air Force National Security Emergency Preparedness (AFNSEP) Office, National Operations Center (NOC), state emergency response agencies or other organizations that may require CAP services?</p> <ul style="list-style-type: none"> ▪ Explain how this is accomplished. ▪ Does the latest alert list match the on-line listing? <p>a. Is an accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to incident commanders (ICs)?</p> <p>b. Does the wing maintain a current alert roster of ES</p>	<p>CAPR 60-3 para 1-4a(1)</p> <p>CAPR 60-3 para 1-4b(5)</p> <p>CAPR 60-3 para 1-4a(1)</p>

	<p>personnel and equipment, and has it been forwarded to all agencies as required (CAP/DO, State Agencies, etc.)?</p> <p>c. Please explain the method that is used to alert wing personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)?</p> <p>d. Provide a sample of your wing's standardized kit as provided to all ICs?</p>	<p>CAPR 60-3 para 4-3</p> <p>CAPR 60-3 para 1-4b (9)</p>
4.	<p>Does the wing have current documentation on all ES qualified personnel assigned to the wing?</p> <ul style="list-style-type: none"> ▪ Are these qualifications listed properly in the Membership Information Management System (MIMS)? <p>a. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>b. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p> <p>c. Have training requirements and training been coordinated with other staff agencies?</p> <ul style="list-style-type: none"> 1) Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last inspection. 2) Are training missions properly requested and approved via approved procedures IAW CAPR 60-3? 	<p>CAPR 60-3 para 1-4b(4) and 2-2 and CAP/CC Policy Letter dated 16 Jul 03</p> <p>CAPR 60-3 para 2-4, 2-5 and 2-6 and CAP/CC Policy Letter dated 16 Jul 03</p> <p>CAPR 60-1 para 2-4</p> <p>CAPR 60-3 para 1-4b(3)</p> <p>CAPR 60-3 para 3-5c</p>
5.	<p>Are complete records pertaining to each authorized mission maintained for at least 3 years at wing headquarters?</p> <p>a. Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?</p> <p>b. Who is authorized to sign CAPFs 108?</p>	<p>CAPR 60-3 para 1-18 CAPR 10-2, Table 6, Rule 2</p> <p>CAPR 173-3 para 2b(1)</p> <p>CAPR 173-3 para 2b(2)</p>

TAB C-2: COUNTERDRUG		
	ITEMS	REFERENCE
1.	<p>a. How and how often are the wing commander, director of operations, and wing liaison office kept informed on the wing Counterdrug (CD) program and its activities?</p> <p>♦ 1) Is the CAPF 82, <i>Counterdrug Activity Report</i>, completed and submitted electronically to HQ CAP/DOS by the 20th day of the month following the period of the report?</p> <p>2) Are the hours reported compared to the CD hours reported on the Operations Monthly Activity Report for the same period? Is the comparison documented? What errors have been found?</p> <p>3) Are mandays, seizures and arrests reported?</p> <p>b. Does a qualified flight release officer properly release CD missions?</p> <p>1) What system is in place to ensure proper mission planning before release?</p> <p>2) What steps has the wing taken to ensure the minimum aircrew requirements are met prior to a member engaging in a CD mission?</p> <p>c. Is the CAPF 84, Counterdrug Flight/Mission Plan, completely filled out to include:</p> <p>1) Specific mission objectives?</p> <p>2) Mission requester's name/phone number?</p> <p>3) A detailed list of mission results?</p> <p>d. Are reimbursement requests filed on time?</p> <p>e. Does the wing use the CD training missions authorized by NHQ? If not, why?</p> <p>1) Are training missions properly requested and approved via approved procedures?</p> <p>2) Has the State Liaison Office pre-approved all CD training missions? Are they kept apprised of actual CD missions?</p> <p>f. Do CD missions adhere to regulatory guidelines?</p> <p>1) Are all CD missions flown only at the direction of the responsible Customs, DEA, or other Federal authorizing agency?</p> <p>2) Are requests for CD transportation missions evaluated based on CAPR 60-6 guidelines?</p> <p>3) Does the wing CD Officer (CDO) ensure compliance with posse comitatus restrictions? How?</p>	<p>CAPR 60-6 para 1-5e</p> <p>CAPR 60-6 para 1-5g(21)</p> <p>CAPR 60-6 para 6-2</p> <p>CAPR 60-6 para 1-5g(11)</p> <p>CAPR 60-6 para 3-1</p> <p>CAPR 60-6 para 3-9a</p> <p>CAPR 173-3 para 2b(1)</p> <p>CAPR 60-6 para 4-4c</p> <p>CAPR 60-6 para 4-4c(1)</p> <p>CAPR 60-6 para 4-3c</p> <p>CAPR 60-6 paras 3-4 & 3-5</p> <p>CAP-USA/CC Ltr dated 27 June 2001</p> <p>CAPR 60-6 para 3-3k</p> <p>CAPR 60-6 para 3-10c</p>

	<p>g. Does the wing use twin aircraft to accomplish its CD mission? If so, on what types of missions?</p> <p>1) Are reimbursement rates for twins approved on a case-by-case basis by CAP/DO?</p> <p>2) How is the approval documented?</p>	CAPR 173-3
2.	<p>Are sufficient, trained personnel available?</p> <p>a. How are prospective CD members selected?</p> <p>b. Who reviews the CAPFs 83, <i>CAP Counterdrug Application</i> for accuracy prior to submittal to HQ CAP?</p> <p>c. Are all CD personnel properly screened and current? How is this determined?</p> <p>d. Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?</p> <p>e. Do all counterdrug members within the wing/region contribute 20 hours to the program annually? How is it tracked and documented?</p> <p>f. Are CD personnel lists periodically purged? How and by whom?</p>	<p>CAPR 20-1 page 30</p> <p>CAPR 60-6 para 2-2b</p> <p>CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 4-4a</p> <p>CAPR 60-6 para 2-2e(1)</p> <p>CAPR 60-6 para 1-5(23)</p>
3.	<p>How is CD equipment accounted for and tracked?</p> <p>a. How is additional required equipment identified and purchased?</p> <p>b. If equipment is purchased with CD funds for the wing headquarters, how is the cost prorated? Is the ratio used logical? How is it justified?</p>	<p>CAPR 60-6 para 1-5e and 5-2</p> <p>CAPR 60-6 para 5-1</p>
4.	<p>a. Are non-CAP personnel who fly in CAP aircraft properly authorized?</p> <p>b. ♦ What is your percentage of private aircraft use within the CD mission?</p>	<p>CAPR 60-6 para 3-3k(5)</p> <p>CAPR 60-6 para 1-5g(31)(e)</p>
5.	<p>How does the wing CDO maintain contact with and market the wing's CD capabilities to CD agencies in the state?</p> <ul style="list-style-type: none"> Are CD customers periodically contacted to see if their needs are being met? How? How is it documented? 	CAPR 60-6 para 1-5g(31)(f)
6.	Does the wing CDO/region CDD participate with the finance committee in making decisions on how counterdrug funds are expended?	<p>CAPR 60-6 para 1-5g(27)</p> <p>CAPR 173-2 Para 2b</p>

TAB C-3: OPERATIONS		
	ITEM	REFERENCE
1.	<p>a. Are suspension procedures enforced IAW CAPR 60-1 and CAPR 123-3?</p> <p>b. Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?</p> <p>c. ♦ Are supplements forwarded to National Headquarters as required?</p> <ul style="list-style-type: none"> ▪ ♦ Please have copies of any and all supplements along with approvals. <p>d. Are corporate aircraft assigned to units according to need and utilization?</p> <ol style="list-style-type: none"> 1) How are corporate aircraft use and condition monitored? 2) How is privately owned/rented aircraft use monitored? 3) How are corporate glider use and condition monitored? <p>e. Is the Monthly Glider Activity Report information correct and up to date?</p> <p>a. ♦ Was the Annual Operations Training Plan submitted? Was it on time? Did it include all Ops related training activities? (ES, CD, HLS, stan-eval, etc.)</p>	<p>CAPR 60-1 para 2-11 and CAPR 123-3 11k(1)</p> <p>CAPR 60-1 para 2-6</p> <p>CAPR 60-1 para 1-3b</p> <p>CAPR 66-1 para 16</p> <p>CAPR 60-1 para 2-8</p> <p>CAPR 60-1 para 2-8 Statement of Work and HQ CAP/DO Policy Letter dated 25 Jan 02</p>
2.	<p>Is the Flight Release process followed?</p> <ol style="list-style-type: none"> a. Do FROs meet required qualifications? b. Are a sufficient number of FROs appointed in writing? Be prepared to show documentation c. Does the SD receive an FRO list update quarterly? d. Are FROs initially trained and is there any continuation training? Is the training documented? e. How does the FRO release a flight? f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation. g. Are CAPFs 99 properly filled out at the time of release? h. Have any requests for a flight clearance been turned down and for what reason? i. Are CAPFs 99 forwarded to the wing SD as required? What method is used to ensure CAPR 99's are expeditiously forwarded to the SD. 	<p>CAPR 60-1 Chap 4 CAPR 60-1 para 4-5 CAPR 60-1 para 4-9a(1)</p> <p>CAPR 60-1 para 4-9a(5) CAPR 60-1 para 4-9a(2)</p> <p>CAPR 60-1 para 4-6 CAPR 60-1 para 4-6b</p> <p>CAPR 60-1 para 4-6c</p>
3.	Has the Wing Standardization and Evaluation officer	CAPR 60-1 para 3-7b

	<p>established procedures to implement a stan/eval program?</p> <p>a. Are CAP instructor pilots, check pilots and mission check pilots designated in writing or on-line by the wing commander?</p> <p>b. Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program?</p> <p>c. Has the Stan/Eval Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 4 years?</p> <p>d. ♦ Has the wing submitted the semi-annual Check Ride Analysis Survey to the CAP-USAF LR/CC and NHQ/DOV? When? (Please have a copy available for review)</p> <p>e. Are pilot flight records/files maintained and do they contain required documentation?</p> <p>f. Are copies of Check Pilot records maintained at Wing HQ?</p> <p>g. Does the stan/eval officer have a list of squadron stan/eval officers and check pilots, and does he/she communicate with them on a regular basis?</p> <p>h. If your wing has a glider program, how do you manage the program (i.e. glider pilots, tow pilots, wing runners, etc.)</p>	<p>CAPR 60-1 paras 3-2e(6) and 3-2h(3)</p> <p>CAPR 60-1 para 3-7b(3)</p> <p>CAPR 60-1 para 3-2e(4)</p> <p>HQ CAP/DO Policy Letter dated 18 Jun 02</p> <p>CAPR 60-1 paras 2-8 & 3-5</p> <p>CAPR 60-1 para 2-8</p> <p>CAPR 60-1 para 2-8</p> <p>CAPR 50-11 para 2</p> <p>CAPR 60-1 Chap 5</p>
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TAB C-4: AIRCRAFT MANAGEMENT		
	ITEM	REFERENCE
1.	How do you manage the wing aircraft inventory? a. CAP Forms 37a b. Registration	CAPR 67-4 para 2-6 CAPR 67-4 para 2-7
2.	How do you transfer an aircraft? When was the last transfer? Why? ▪ Headquarters notification? ▪ Yes _____ ▪ No _____	CAPR 67-4 para 3-7
3.	How do you manage the aircraft and glider maintenance program? a. Centralized Maintenance Management Program Supplement b. Wing Supplement for Flying Hour Costs c. Aircraft maintenance records d. Airworthiness Standards e. Time in Service	CAPR 66-1 para 4 CAPR 66-1 para 5 CAPR 66-1 para 2b CAPR 66-1 para 2f
4.	How do you track routine maintenance such as oil changes and corrosion control?	FARs and CAPR 66-1 para 8
5.	How do you monitor operations costs? a. Record of maintenance cost b. Flying hour cost calculations c. Flying hour reimbursement calculations	CAPR 66-1 para 14 CAPR 66-1 para 14a CAPR 66-1 para 14b
6.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	
7.	Inspect aircraft in accordance with attached Aircraft Inspection Checklist	

CAPF 37A, AUG 00
(www.capnhq.gov)

Shipping and Receiving Document for Aircraft									
Doc Number Issuing/Disposal Activity			Type of Action:				Doc Number Receiving Activity		
Charter Number Shipped From:			Receipt _____		Custody Receipt _____		Charter Number Shipped To:		
			Transfer _____		Report of Survey _____				
			Disposal _____		Update _____				
Asset Number	Tail Number	Serial Number	Year Manufactured	Make	Model	Fund Source	Cost		
Remarks:									
Certificate for Receipt by Wing									
I certify that the property listed hereon is CAP property, that it will be safeguarded and maintained, and be used for CAP activities only. The undersigned officer does hereby accept accountability for the above property.									
Typed Name, Grade of				Signature			Date		
Commander									
Equipment List									
Item	Make	Model	Serial Number	Remarks					
Audio Panel									
Nav/Com									
Nav/Com									
DME									
ADF									
Transponder									
GPS									
FM Radio									
DF									
Intercom									
Autopilot									
CAP Review For Completeness									
Signature		Date		LO Signature		CAP USAF LR/LG Signature			
				Date		HQ CAP-USAF Signature			
CAP FORM 37A, AUG 00		PREVIOUS EDITIONS WILL NOT BE USED				OPR/ROUTING: LG			

AIRCRAFT COMPLIANCE INSPECTION CHECKLIST				
Date/Wing: _____/_____/_____		Current Tach. Time _____		
Registration # N _____		Date/Tach time last mid-cycle _____/_____/_____		
Make/Model/Year: _____/_____/_____		Date/Tach time last 100-hr _____/_____/_____		
Inspector(s): _____		Date/Tach time last annual _____/_____/_____		
1. Aircraft Records		Y	N	Comments
a.	Engine Logbook			
1	Verify engine oil change history:			
	- Check tach time of last two 100 hour inspections; 10% overfly allowed to fly to ferry if next 1 is same % under 100 hours [CAPR 66-1 ¶ 8a/9a(3)]			
	- Check tach time of last mid-cycle oil change 40-60 hours w/engine filter, 25 hrs max if no filter, 4 months max regardless of time [66-1 ¶ 8a/9a(3)]			
2	Verify engine has not exceeded TBO [CAPR 66-1 ¶ 10a]			
b.	Airframe and/or Avionics Logbook			
1	Check tach time of last two 100 hour inspections [CAPR 66-1 ¶ 8b]			
2	Check tach time & date of last two annual inspections [CAPR 66-1 ¶ 8c]			
	- No overfly auth.; may not fly after end of the same cal. mo. of next yr w/o FAA permit			
3	AD Compliance check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
4	Service Bulletins check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
5	Pitot/Static System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
6	Altimeter System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
7	Transponder System check due by end of 24th month [CAPR 66-1 ¶ 8e(2)]			
8	ELT battery expiration date entered in maintenance records [FAR 91.207]			
9	Eng mounts replaced last 5 yrs or at closest overhaul [CAPR 66-1 ¶ 10a]			
10	Fluid Hoses (except 172R & S) replaced last 5 years [CAPR 66-1 ¶ 10a]			
11	Determine date and value of aircraft's last weight & bal. [FARs]			
12	Verify corrosion control treatment has been completed [CAPR 66-1 ¶ 9b] (Perform annually in coastal areas; biannually in other areas)			
c.	VOR operational check (within 30 days if A/C to fly IFR) [CAPR 66-1 ¶ 8e(3)]			
d.	Propeller Logbook			
	Verify prop. TBO & prop. governor TBO not exceeded [CAPR 66-1 ¶ 10b]			
e.	FAA Form 337's and FAA Supplemental Type Certificates (STCs)			
1	FAA Fm 337 and STCs on file (ie: 180 hp engine mod.) [CAPR 66-1 ¶ 2c]			
2	Verify STC airspeeds and procedures match aircrew checklist in A/C			
f.	Shipping and Receiving Document for Aircraft (CAPF 37A)			
1	Verify the CAPF 37A has A/C assigned to its current unit [CAPR 67-1 ¶ 3-9]			
2	Verify com/nav list on the CAPF 37A matches the A/C? [CAPR 67-4 ¶ 2-6]			
2. Aircraft Interior				
a.	Obvious defects, leaks, corrosion, cleanliness and condition of interior			
b.	Required Placards:			
1	"Not for Hire" (4" X 6", white, protected) [CAPR 66-1 ¶ 6a]			
2	"Max Crosswind" placard displayed [CAPR 66-1 ¶ 6b]			
3	"Cessna Seat Slippage Warning" (except C-172R & later) [CAPR 66-1 ¶ 6c]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics & control lock installed when A/C not in use [CAPR 66-1 ¶ 9d]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [CAPR 66-1 ¶ 11b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [CAPR 66-1 ¶ 11g]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 11a]			
	- new A/C have 90 days to comply by installing shoulder harnesses			

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g.	Cessna seat rails/tracks - inspect for cracks and wear [AD 87-20-03 rev 2] - annotate any elongated holes present in seat rails			
h.	Secondary seat stop - on lower right side of pilots seat [CAPR 66-1 ¶ 11c] - except Cessna 172R and later models			
i.	Cargo Tie-Down or Net if any cargo is stored in A/C [CAPR 66-1 ¶ 11f]			
j.	ELT battery expiration date marked on ELT [FAR 91.207]			
k.	Required documents aboard aircraft: A-R-O-W			
1	Airworthiness Certificate from FAA [FAR 91.203]			
2	Registration from FAA [FAR 91.203]			
3	Operating Handbook [FAR 91.9]			
4	Weight and Balance - current [check vs. item 1b(11) above] [FARs] - if multiple versions exist, then all but most recent marked "superseded"			
1.	Survival Kit-mandatory but contents specified by each wing [CAPR 66-1 ¶ 11h] - check kit contents for items that have passed their expiration date			
3. Aircraft Exterior				
a.	Aircraft properly chocked and tied down [CAPR 66-1 ¶ 15] - no chains to hardened anchor points, proper ropes or straps			
b.	Check aircraft for obvious defects, leaks, cleanliness, and condition of paint - check airframe for corrosion, esp. at door openings & wing roots			
c.	Check brakes for leaks, wear and obvious defects [A/C Service Manual]			
d.	Check tires for proper air pressure and serviceability [A/C Service Manual]			
e.	Ensure proper door hinge pins are installed [CAPR 66-1 ¶ 11e] - both ends braded or cotter pin at bottom; no quick release pins w/o waiver			
f.	Pitot tube condition, ensure cover(s) are installed [CAPR 66-1 ¶ 9c]			
g.	Engine cowling for proper fit, security, contour and fasteners [CAPR 66-1 ¶ 9c]			
h.	Propeller condition - evidence of prop strikes, leaks, dents, nicks, corrosion			
i.	External Identification Plate [CAPR 66-1 ¶ 7c] - fireproof w/builder's name, model, & serial number etched, stamped, or engraved on aft exterior - on pre-Mar 7, 1988 models plate may be interior/exterior near entrance, but model & serial number must be on aft fuselage			
j.	CAP Seal - 12" diameter seal on door [LGM Letter, 20 Mar 02]			
k.	"USAF AUX" in 6" letters on vertical stabilizer [LGM Letter, 20 Mar 02]			
l.	CAP and "Prop & Bar" decals on wings [CAPR 66-1 Atch 1]			
4. Exterior and Interior lighting				
a.	Interior Overhead (flood/dome)			
b.	Instruments			
c.	Landing and taxi lights			
d.	Pulse lights			
e.	Nav./Position-green right, red left, white aft; sunset-sunrise [FAR 91.209]			
f.	Rotating Beacon - working if installed on aircraft [FAR 91.209]			
g.	Anti-Collision Strobe - working if installed on aircraft [FAR 91.209]			

Comments:

TAB C-5: COMMUNICATIONS		
	ITEM	REFERENCE
1.	Is the Director of Communications (DC) appointed in writing on a CAPF 2a? <ul style="list-style-type: none"> Provide a copy of the Transfer of Communications Property Responsibility statement. 	CAPR 100-2 para 3-2 CAPR 100-2 para 3-2
2.	<ul style="list-style-type: none"> Provide a copy of the following: <ul style="list-style-type: none"> Last two quarterly H-1 Reports Revalidated wing CEAR (S-8) report (should be accomplished between 1 Jan and 31 Mar) Revalidated subordinate unit S-8 reports 	CAPR 100-1 Vol 1 para 3-2 CAPR 100-2 para 3-9b CAPR 100-2 para 3-9c
3.	Does the wing hold annual unannounced communications exercises? <ul style="list-style-type: none"> Are the required reports forwarded to the Region DCS/Comm. within 30 days? Please have copies of the summary reports and critiques available for inspection? 	CAPR 100-1, Vol 1, para 3-3b
4.	Provide a copy of the wing's annual communication meeting participant logs and summaries as forwarded to Region/DC within 30 days?	CAPR 100-1 Vol 1 para 5-5b
5.	<ul style="list-style-type: none"> Provide a copy of the following: <ul style="list-style-type: none"> Wing Emergency Communications Plan Wing Operations & Training Communication Plan Wing Repeater Plan (includes listing of operational repeaters and ensure list matches on-line repeater directory) Do these plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)? 	CAPR 100-1 Vol 1 para 2-2 CAPR 100-1 Vol 1 para 2-3 CAPR 100-1 Vol 1 para 2-4 CAPR 100-1 Vol 1 para 2-5
6.	In an effort to meet requirements to protect information relating to the assignment of Air Force frequencies, has the Wing: <ul style="list-style-type: none"> Reviewed all plans, supplements and other documents to determine whether they contain lists of CAP frequency assignments? Removed all such documents from public access such as the Web? Ensured that no such documents are released to outside agencies without prior approval of HQ CAP/DOK and CAP-USAF? Ensured that all documents containing frequency information are marked "Unclassified// For Official Use Only" at the top and bottom of each page and have the official disclaimer on the front page of each document? 	National Commander's Policy Letter dated 4 Feb 05
7.	Is the DC utilizing the Communications Equipment	CAPR 100-2 para 1-3e(1)

	<p>Management System (CEMS)?</p> <p>a. Using the Communications Inventory List, can the DC show accountability for the wing communication inventory (all units)?</p> <ul style="list-style-type: none"> ▪ Do the CAPFs 37, Transaction Registers and/or S-8 agree with the inventory list? <p>b. Does the wing maintain all mandatory communication equipment files?</p> <p>c. Does the wing create all required “optional” files when the appropriate transaction occurs?</p> <p>d. Are the individual issues of communications equipment revalidated annually?</p> <p>e. Does the DC assure the equipment is returned when members do not renew?</p> <p>f. Can the DC demonstrate how the current assignment and distribution of corporate equipment supports the Communications Plans?</p> <ul style="list-style-type: none"> ▪ Is equipment distributed in accordance with a plan designed to ensure mission support? <p>g. Are CAPFs 37C and 37D used to issue, transfer and/or dispose of communications equipment? Please provide copies of CAPFs 37C and 37D.</p> <p>h. Does your equipment meet NTIA standards</p>	<p>CAPR 100-2 para 2-1</p> <p>CAPR 100-2 para 2-2</p> <p>CAPR 100-2 para 3-5b(2)</p> <p>CAPR 100-2 para 3-5b(4)</p> <p>CAPR 100-1 Vol 1 para 7-9 and CAPR 100-2 para 1-4a</p> <p>CAPR 100-2 para 3-3</p>
8.	Is communications equipment being distributed IAW the Approved Communications Table of Allowances?	SOW and Communications Table of Allowances v1.1

	TAB D-1: PROFESSIONAL DEVELOPMENT	
	ITEM	REFERENCE
1.	Has the Director of Professional Development (DPD) been appointed in writing?	CAPR 35-1 para 3
2.	a. Has the wing commander assigned a wing Test Control Officer (TCO) in writing? b. Does the wing have copies of unit TCO appointments? c. Are testing materials inventoried at least every 90 days and test inventory logs maintained for at least 24 months? d. Are testing materials properly secured? e. How are Air Force Institute for Advanced Distributed Learning (AFIADL) course examinations being routed and controlled by the wing TCO?	CAPR 50-4 para 1-2a CAPR 50-4 para 1-5 & 2-6 CAPR 50-4 para 1-4; 2-4 CAPR 50-4 Chap 2 and CAPR 50-17 para 8-1b(3)(d)
3.	Are the Professional Development Reports (PDR) updated and are the PDRs being used as a management tool by Professional Development Officers (PDOs), commanders and the wing?	CAPR 50-17 para 2-6
4.	Are the CAPFs 45b current and up to date?	CAPR 50-17 para 2-4b
5.	Is Level I Training being offered quarterly? ▪ Please provide copies of CAPFs 11 for Level I's conducted during the last 2 years.	CAPR 50-17 para 3-6
6.	Have all senior members who are assigned a duty position working with cadets or have received a CAP promotion completed Cadet Protection Policy Training (CPPT)?	CAPR 50-17 Para 3-4
7.	Has the wing conducted a Squadron Leadership School (SLS) and a Corporate Learning Course (CLC) at least annually? ▪ ♦ Please review your process for CAPFs 11 for SLS and CLC course completions. Are they signed by the wing commander and forwarded to HQ CAP/LMMR NLT 14 days after completion of the course?	CAPR 50-17 para 4-6b and 5-3c CAPR 50-17 para 4-6d and 5-3e CAPR 50-17 para 4-6e and 5-3f
8.	What is your system to ensure Professional Development awards are processed in a timely and appropriate manner?	CAPR 50-17 para 2-5

TAB D-2: CHAPLAIN SERVICE		
	ITEM	REFERENCE
1.	How long have you been the wing chaplain?	CAPR 265-1 para 14f
2.	Have you met the minimum requirements; Formal Education Requirement <ul style="list-style-type: none"> Do Moral Leadership Officers (MLO) meet the minimum educational requirement 	CAPR 265-1 para 6c CAPR 265-1 para 7
3.	Describe your Chaplain Service program, to include recruitment efforts	CAPR 265-1
4.	Is the distinction between Chaplains and MLOs evident especially in matters of privileged communication and confidentiality?	CAPR 265-1 para 17
5.	Do you meet at least biennially with Chaplains/MLOs assigned to your Wing? What steps do you take to ensure religious services are provided at weekend activities?	CAPR 265-1 para 13a and 14f CAPP 221 para 3-1
6.	How do you use the listing of Chaplain Service personnel assigned to your Wing that Deputy Director Chaplain Service periodically furnishes to you? <ul style="list-style-type: none"> Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred? How do you coordinate with appropriate staff agencies to ensure the promotions of Chaplain Service personnel in your Wing who have met requirements for promotion, are processed in a timely manner? 	CAPR 265-1 para 9 CAPR 39-2 para 1-11 CAPR 50-17
7.	Have the members of the Wing Chaplain Service met the reporting requirements outlined in CAPR 265-1? <ul style="list-style-type: none"> Have all Chaplains and MLOs submitted a CAPF 34 to you by the required date? Please provide copies of your CAPFs 34a as sent to NHQ NLT 30 Jan and 30 Jul. 	CAPR 265-1 CAPR 265-1 para 8a CAPR 265-1 para 8b
8.	Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain's job. <ul style="list-style-type: none"> How do you encourage chaplain participation in the total Professional Development training program (i.e., promotions, etc.)? How do you encourage Chaplains and MLOs to attend the Chaplain Service Region Staff College? How do you insure Chaplain Service personnel are involved in wing SAR/DR training programs? 	CAPR 265-1 Sec C

TAB D-3: FINANCE		
	ITEM	REFERENCE:
1.	<ul style="list-style-type: none"> a. Are accounting records maintained on an accrual basis of accounting? b. Does the wing use the standard accounting software supplied by NHQ? c. Is the Wing using the Chart of Accounts listed in CAPR 173-2 d. Is financial documentation organized, easily accessible, secure and maintained in compliance with CAPR 10-2 	<p>CAPR 173-2 para 5g</p> <p>CAPR 173-2 para 3a(4) and 8</p> <p>CAPR 173-2 para 7</p> <p>CAP 173-2 para 9</p>
2.	<ul style="list-style-type: none"> a. Has a Finance Committee been established in writing? (Please have the written appointment available.) b. Who serves on the Committee? c. What are the responsibilities of the finance committee? d. Does the State Director attend meetings? e. ♦ Does the Finance Committee compile the CAPF 173-2c annually? Is it submitted on time? f. Are all subordinate units included? g. Please provide copies of minutes for the last 6 months of Finance Committee Meetings. h. Please demonstrate that Finance Committee Minutes are retained IAW with CAP regulations. 	<p>CAPR 173-2 para 2b</p> <p>CAPR 173-2 para 5</p> <p>CAPR 173-2 para 2b</p> <p>CAPR 173-2 paras 5e and 5l(4)</p> <p>CAPR 173-2 para 5j</p> <p>CAPR 10-2 para 6 and Table 1, Rule 11</p>
3.	<p>If state funding is received:</p> <p>♦ Is the annual report of state appropriations sent to NHQ to arrive NLT 1 Nov of each year?</p>	<p>CAPR 173-2 para 5f and 10d</p> <p>CAPR 173-2 para 5m</p>
4.	<p>How do you account for any donated land, buildings and other fixed assets donated by:</p> <ul style="list-style-type: none"> a. The Department of Defense? b. State or local governments? c. Private individuals? 	<p>CAPR 173-2 Atch 5 and CAPR 173-4</p>

	TAB D-3a: FINANCIAL PREVIEW	
	ITEM	REFERENCE:
*	<i>This tab used by Wing Financial Analyst (WFA) in their review prior to the CI.</i>	
1.	<p>Who is the Wing Finance Officer?</p> <p>a. What is his/her credentials/experience and how long in the position?</p> <p>b. What checks and balances have been established to avoid errors or misuse of funds?</p> <p>c. Who has the authority to administer funds and sign checks for the checking accounts and authorize EFTs and on-line payment?</p>	<p>CAPR 173-2 para 2a and 2b CAPR 173-1 para 2c</p> <p>CAPRs 173-1; 173-2; 173-3; 173-4 CAPR 173-2 para 10b</p>
2.	<p>Who serves on the Finance Committee?</p> <p>a. Does the committee meet at least quarterly</p> <p>b. Are there any significant issues noted in the Finance Committee minutes?</p> <p>c. Were expenditures over \$1,000 pre-approved by the Finance Committee?</p> <p>d. Does a finance committee member perform and document quarterly audits of accounting records? (Please provide documentation of the last 4 audits)</p> <p>▪ Review quarterly audits for omissions or deficiencies. Have they been corrected?</p> <p>e. Is the State Director an advisory member?</p>	<p>CAPR 173-2 para 5h</p> <p>CAPR 173-2 para 5j</p> <p>CAPR 173-2 para 5k</p> <p>CAPR 173-2 para 2b</p>
3.	<p>Review of bank account reconciliations</p> <p>a. Are all accounts listed on the General Ledger and are they current in their reconciliations?</p> <p>b. Are all checks pre-numbered? Are all numbered checks accounted for?</p> <p>c. Are all voided checks accounted for?</p> <p>d. Verify no pre-signed checks exist</p> <p>e. Is the NHQ EIN number (75-6037853) being used on all wing bank accounts?</p> <p>f. If not, has a NHQ waiver been granted?</p> <p>g. Are all wing/region funds are in federally insured institutions?</p> <p>h. If the Wing has more than 5 checking accounts, are they approved by NHQ/FM?</p>	<p>CAPR 173-2 para 10d</p> <p>CAPR 173-2 para 10b</p> <p>CAPR 173-2 para 10b(1)(a) CAPR 173-2 para 10b(1)(b) CAPR 173-2 para 11</p> <p>CAPR 173-2 para 10d</p> <p>CAPR 173-2 para 10d</p>
4.	<p>Select an appropriate sized sample of cancelled checks:</p> <p>a. Do all checks have a supporting invoice?</p> <p>b. Do all checks over \$500 have two signatures?</p> <p>c. Are any checks made payable to the signer(s)?</p> <p>d. Have all checks over \$1,000 been pre-approved by the Finance Committee?</p>	<p>Standard accounting practice CAPR 173-2 para 10d(1)(c) CAPR 173-2 para 10d(1)(e) CAPR 173-2 para 5j</p>

5.	Select an appropriate sized sample of paid invoices: ▪ Do all invoices have signatures approving payment?	CAPR 173-2 para 10b(3)
6.	Are aircraft maintenance income and expenses effectively tracked by tail number (Please provide a P&L by tail number)?	CAPR 173-3 para 1a(2)(b)
7.	If the wing is required to have a separate external audit: a. ♦ Has the Wing Finance Committee notified CAP/FMA of the auditor selected to perform the annual financial audit? b. ♦ Was the final audit report submitted? on time?	CAPR 173-2 Para 5b CAPR 173-2 Para 5l(7)

TAB D-4: ADMINISTRATION		
	ITEM	REFERENCE
1.	<p>Is there an official set of CAP publications for the unit? NOTE: access to the CAP website will suffice for hard copy</p> <p>a. Are publications posted correctly? (N/A if web access)</p> <p>b. Are publications and forms spot-checked every 6 months and are the spot-checks documented? (N/A if web access)</p> <p>c. Are supplements and OIs kept to an absolute minimum?</p>	<p>CAPR 5-4 para 2b(1)</p> <p>CAPR 5-4 para 1g</p> <p>CAPR 5-4 para 2a</p> <p>CAPR 5-4 para 3</p>
2.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters? Are all administrative communications completed IAW CAP guidelines?</p> <p>a. What procedures are there to ensure prompt action on all communications?</p> <p>b. Are records filed properly?</p> <p>c. Are cut-off instructions followed?</p> <p>d. Are records screened for historical significance?</p> <p>NOTE: Conduct frequent back-up of electronic files and store back-ups in another building.</p>	<p>CAPR 10-1 para 2d</p> <p>CAPR 10-1 para 6</p> <p>CAPR 10-2</p> <p>CAPR 10-2 para 9</p> <p>CAPR 10-2 para 10</p> <p>CAPR 10-2 para 7</p>

	TAB D-5: PERSONNEL	
	ITEM	REFERENCE
1.	Are all units properly designated and manned?	CAPR 20-3
2.	Is a current organization chart of the wing headquarters posted and current?	CAPR 20-1 para 3b
3.	Are new membership applications handled properly?	CAPM 39-2 para 2-4 & 3-5
4.	Are all members properly assigned to a duty?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 para 1
6.	Do personnel records exist?	CAPM 39-2 para 1-7
7.	How do you manage the personnel program (renewals, promotions, awards, etc.?)	CAPM 39-2 CAPR 20-1 page 38

TAB D-6: PUBLIC AFFAIRS		
	ITEM	REFERENCE
1.	How are you working with wing staff members to achieve HQ CAP's primary PA objectives to: a. Increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security? b. Promote cooperation between CAP and other aviation and emergency services organizations? c. Acquaint the public with the importance of aerospace power to our national security?	CAPR 20-1 page 39 and CAPR 190-1 page 1-1
2.	How do you prepare the unit PAOs to be fully capable Mission Information Officers (MIOs)? a. Do you ensure MIOs can be contacted for a mission? b. Do you ensure MIOs are fully involved with SAR, DR, CD and other ES activities and kept fully informed at all times? c. How are MIOs properly trained to deal with the media, especially during actual missions?	CAPR 190-1 Chap 9
3.	How do you assist unit PAOs obtain proper training? Specifically: a. Training in news writing, film and digital photography, web design b. Recruiting and advertising c. Newsletter production	CAPR 190-1 page 4-2
4.	How do you inform the media of CAP events? a. Are your news releases tailored to media needs? b. Please provide an on-going list of media contacts? c. Have you introduced yourself to these media contacts, either in person, by phone or in writing?	CAPR 190-1 page 3-1 CAPR 190-1 page 3-2
5.	How do you keep CAP members informed? a. Do you publish a unit newsletter? b. How do you provide and receive updates from unit PAOs? c. Do you use e-mail to carry out internal communications? d. Does your wing manage a website on the Internet and, if so, are your news releases published on it? e. Although part of the "All Unit Mail-out", do you ensure that all unit PAOs receive a copy of each month's PresenTense, the HQ training newsletter for PAOs? f. Do you regularly submit news items and photos to Civil Air Patrol News?	CAPR 190-1 page 6-3 CAPR 190-1 page 7-1 CAPR 190-1 page 4-5 & 4-6 CAPR 190-1 page 6-1 CAPR 190-1 page 6-1

6.	How do you assist the commander in managing controversies that have the potential to affect the wing?	CAPR 190-1 page 3-15
7.	How do you make your unit a part of the local community? a. Do you involve wing staff in the interaction with local military, government, education, business, civic and media groups? b. Do you inform these groups of CAP activities in AE, Cadet Programs, ES, SAR, CD and other mission areas?	CAPR 190-1 page 5-1 CAPR 190-1 page 5-2 CAPR 190-1 page 5-2
8.	<p>◆ Present copies of the quarterly reports (CAPFs 190-1) submitted to NHQ over the past year.</p> <p>▪ Please provide a listing of all unit PAOs? How do you track unit PAO activities?? How do you track unit PAO activities?</p>	CAPR 190-1 page 4-5 CAPR 190-1 page 4-5

	TAB D-7: SUPPLY	
	ITEM	REFERENCE
1.	Please provide a copy of your assignment as Supply Officer and the signed Transfer of Property Responsibility Statement	CAPR 67-1 para 3-2
2.	Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?	CAPR 67-1 para 3-7d(2)
3.	<p>Have the required files been established to maintain accountability of CAP property?</p> <p>a. Is a CAPF 38, “<i>Property Document Register</i>”, being used to record all transactions?</p> <p>1) Is a new CAPF 38 Register started each Jan 1st?</p> <p>2) Are document control numbers properly constructed and assigned to each transaction?</p> <p>b. Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</p> <p>c. Does the non-expendable property file contain copies of CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next S-3?</p> <p>d. Are the unit property inventories (S-3) reviewed upon receipt and processed as required for the annual inventory?</p> <p>e. Has a Wing Requirements (Want) List been submitted on time?</p> <p>▪ When and to who was it submitted?</p> <p>f. Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April?</p> <p>▪ Is there a separate folder for each individual or agency having non-expendable property issued?</p>	<p>CAPR 67-1 paras 2-1 & 2-2</p> <p>CAPR 67-1 para 2-1a</p> <p>CAPR 67-1 para 3-4</p> <p>CAPR 67-1 paras 2-1d and 2-2g</p> <p>CAPR 67-1 para 2-1b</p> <p>CAPR 67-1 para 3-12c and 3-12d</p> <p>CAPR 67-1 para 3-5</p> <p>CAPR 67-1 para 3-7d</p> <p>CAPR 67-1 para 2-3a</p>
4.	<p>Are commercially procured and donated items properly identified on a CAPF 37?</p> <p>a. Is each CAPF 37 properly processed?</p> <p>b. Have the computers received from NHQ for the squadron connectivity project been received in the wing’s supply system?</p> <p>▪ Have all of these computers been issued to subordinate units?</p>	CAPR 67-1 para 3-7c and 3-7d
5.	Is the redistribution or disposal of excess property (expendable and non-expendable) being accomplished IAW CAPR 67-1 and documented as required?	CAPR 67-1 para 4-1

6.	Are reports of survey processed on lost, stolen, damaged and destroyed property? <ul style="list-style-type: none"> ▪ Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37? 	CAPR 67-1 para 4-8 CAPR 67-1 para 4-8f
7.	Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?	CAPR 67-1 para 1-3k(2)
8.	How do you manage the Real Property Program? a. Are CAP Real Property Surveys on file for all wing units that own, rent, lease, occupy or use real property? b. Is there a signed copy of the most recently submitted S-6 on file at wing HQ? c. Are copies of all licenses, deeds, leases, rental agreements and Letter of Agreements (LOAs) on file at Wing HQ?	CAPR 87-1 CAPR 87-1 para 7 CAPR 87-1 para 8 CAPR 67-1 para 2-2d

TAB D-8: TRANSPORTATION		
	ITEM	REFERENCE
1.	Do vehicle record folders contain: <ol style="list-style-type: none"> Current year Vehicle Inventory (S-2)? Title (or Certificate of Origin)? Copy of registration (in accordance with state law)? Completed CAPF 73 for current year plus previous year? History record of all maintenance repairs/expenses on vehicles? Copy of the liability insurance card (original card should be in the vehicle)? Vehicle justification form (CAPF 175)? 	CAPR 77-1 para 13b(4)(d) CAPR 77-1 para 3a CAPR 77-1 para 3b CAPR 77-1 para 3c CAPR 77-1 para 3d CAPR 77-1 para 3e CAPR 77-1 para 3f
2.	Are vehicles operated and passengers carried IAW CAPR 77-1? <ol style="list-style-type: none"> Valid state driver's license required Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required <ul style="list-style-type: none"> Are vehicles carrying passengers or towing trailers only operated by drivers who are at least 21? Non-member passengers are approved in writing by region or wing commander Operator driving records reviewed for any driving infractions incurred within the last two years prior to issuing CAPF 75 Operators CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date or every 5 yrs, whichever comes first 	CAPR 77-1 para 5b CAPR 77-1 para 5b CAPR 77-1 para 6b CAPR 77-1 para 6c CAPR 77-1 para 5c CAPR 77-1 para 5g
3.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? <ol style="list-style-type: none"> Records being maintained on all routine maintenance performed on vehicles? Major maintenance being submitted on rehab request form (CAPF 70) to HQ CAP/LGT for reimbursement? Emergency vehicle repair procedures being followed? 	CAPR 77-1 para 9b and Atch 6 CAPR 77-1 para 3d CAPR 77-1 para 9c(1) CAPR 77-1 para 9c(2)
4.	Please provide copies of all reports/forms required IAW CAPR 77-1 and state or local requirements <ol style="list-style-type: none"> ♦ S-2, CAP Vehicle Inventory Report, forwarded through appropriate channels to meet 1 Oct suspense CAPF 37V, Shipping and Receiving Document for Vehicles and Trailers, forwarded through appropriate channels so vehicle is added to the NHQ CAP inventory database after approval and receipt of vehicle 	CAPR 77-1 para 13 CAPR 77-1 para 13b(4)(c) CAPR 77-1 para 13b(4)(a)

	c. CAPF 37V forwarded to HQ CAP/LGT after any vehicle transfer or disposal	CAPR 77-1 para 16
	d. State or local reporting documentation (if required)	CAPR 77-1 para 13a
5.	Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 77-1?	CAPR 77-1 para 11b
	a. Are VSI claims submitted within 60 days with all supporting documentation?	CAPR 77-1 para 11e(9)(e)
	b. ♦ Is S-7 report signed and premiums submitted through appropriate channels to meet 1 October suspense?	CAPR 77-1 para 7b
	c. Are VSI windshield claims submitted thru appropriate channels on CAPF 70?	CAPR 77-1 para 12
6.	Conduct vehicle inspection in accordance with attached Vehicle Inspection Checklist	

VEHICLE COMPLIANCE INSPECTION CHECKLIST										
WING:		Date:		Odometer Reading:						
Vehicle ID:		Make:		Model:			Year:			
1.	Vehicle Documents		Y	N	Comments					
a.	Registration [CAPR 77-1 para 4]									
b.	Proof of Insurance [IAW State rules]									
2.	Vehicle Interior		Y	N						
a.	Vehicle interior's condition									
b.	First aid kit [CAPR 77-1 para 8j]									
c.	Fire extinguisher [CAPR 77-1 para 8j]									
d.	Instruments [CAPR 77-1 para 8a]									
e.	Horn [CAPR 77-1 para 8a]									
f.	Radio mounts [CAPR 77-1 para 8a]									
g.	Inspection stickers [IAW State laws]									
h.	Windows (operation & condition)									
i.	Windshield washer operation									
j.	Windshield wiper operation [para 8a]									
k.	Seat belts and safety devices [para 8a]									
3.	Vehicle Exterior		Y	N						
a.	Windshield wiper condition [para 8a]									
b.	Emergency flashers [para 8a]									
c.	Lights [CAPR 77-1 para 8a]									
d.	Back-up alarm [CAPR 77-1 para 8a]									
e.	Mirrors [CAPR 77-1 para 8a]									
f.	Exhaust system [CAPR 77-1 para 8a]									
g.	Leaks [CAPR 77-1 para 8a]									
h.	Tires [CAPR 77-1 para 8a]			LF	RF	LR	RR	Spare		
	Mfr's recommended pressure [CAPR 77-1 para 9a(5)]									
	Actual pressure found									
	Recommended tire load range [CAPR 77-1 para 8c]									
	Actual tire load range found									
	General condition									
i.	General condition/damage									
j.	Markings, decals, numbers [77-1 para 10]									
4.	Engine Compartment		Y	N						
a.	Fluid levels [CAPR 77-1 para 8a]									
b.	Battery condition									
c.	Drive belts [CAPR 77-1 para 8a]									
d.	Hoses [CAPR 77-1 para 8a]									
e.	Leaks [CAPR 77-1 para 8a]									
5.	Driving Vehicle									
a.	Steering [CAPR 77-1 para 8a]									
b.	Brakes [CAPR 77-1 para 8a]									

TAB D-9: DRUG DEMAND REDUCTION		
	ITEM	REFERENCE
1.	Does the wing have a Drug Demand Reduction Administrator (DDRA) properly assigned? ▪ Does the wing have a cadet Assistant DDRA?	CAPR 51-1, Section II Goal 2 and Section III para 3-1 CAPR 51-1 Goal 2c
2.	What units are eligible for DDR funding?	CAPR 51-1 Attachment 3
3.	Please provide a list of what units, funded or otherwise, that participate in the DDR Program? a. Is there a DDR Officer in each participating unit? b. Please provide a list of all DDROs and Assistants	CAPR 51-1, Section II, Goal 2 and Attachment 4
4.	Have joint working relationships been established with Air Force (active, Guard, Reserve), other Services, Federal Agencies and local community groups?	CAPR 51-1, Section I, para 1-1; Section II, Goal 1 and 2
5.	How have you increased awareness of substance abuse issues and their impact on the individual, community and the mission? For instance: a. Red Ribbon campaign b. Community/Base-wide coalitions c. Encampment participation d. Providing information to squadrons	CAPR 51-1, Section I, para 1-2c, Section II, and Goal 3 CAPR 52-16
6.	Does the wing participate in the voluntary School Program? a. What schools participate? b. Who monitors the School Program? c. Are the following standards maintained: 1) At least 20 active cadets per school? 2) At least 80% cadet retention? 3) At least 50% transition to a CAP unit or stay with the School Program squadron? 4) At least 15% earn the Mitchell Award?	CAPR 51-1, Section I, para 1-2b and Section II Goal 4
7.	Did the wing develop a financial plan consistent with the DDR goals and objective? ♦ Please provide a copy of your last funding letter. ▪ Does the wing match requested DDR funding by 20%?	CAPR 51-1, Section II, Goal 5 and Section III paras 3-4 and 3-6
8.	How does the wing measure DDR program effectiveness? a. Does the wing execute 100% of the DDR Program Budget spending plan? b. Does the wing statistically validate the program's success? c. Does the wing have a strategic plan covering FY04 through FY06? Please provide a copy. d. How many AF, AFR & ANG family members are	CAPR 51-1 Section II Goal 6

	participating in DDR activities?	
9.	<p>Did the DDROs submit their quarterly and/or end of year activity reports to the DDRA in a timely manner?</p> <ul style="list-style-type: none">▪ ♦ Did the DDRA submit the Wing quarterly activity report (optional) and the end of year report (mandatory) to the DDRC and NHQ in a timely manner?	CAPR 51-1, Section III, para 3-5 and Attachment 4

TAB E-1: COMMANDER		
	ITEM	REFERENCE
1.	How do you ensure all essential wing positions are filled with trained personnel?	CAPR 35-1; CAPR 62-1 para 2a
2.	How do you ensure mandated training is accomplished? (Cadet Protection, etc.) ▪ What procedures are followed in the event of a sexual/physical abuse allegation involving a cadet?	CAPR 35-1, 60-3, 50-17, 52-16 CAPR 52-10 para a(1) and a(2)
3.	Does the wing have any current and approved MOUs with state or local agencies?	CAPR 60-3 para 5-3b(1)
4.	How do you, as the commander, support the safety program? a. Do you review wing and subordinate unit safety surveys and how are noted discrepancies corrected? b. Do you provide guidance and assistance to ensure that all units have an active safety program? c. Do you have a published supplement to CAPR 62-1 addressing Pilot Proficiency Program, and special policy guidance as necessary for local situations? d. Describe your mishap notification procedure. e. Have you had any vehicle accidents/incidents? f. Have you assessed any member for loss or damage to CAP property? g. How have you implemented Operational Risk Management into CAP operations?	CAPR 62-1 paras 2b, 2e and 2f CAPR 62-1 para 1b CAPR 62-1 paras 1 and 8 CAPR 62-2 para 4 CAPR 62-2 CAPR 62-2 para 8a and CAPR 77-1 para 11c CAPR 62-1 para 1
5.	Describe your membership demographics (recruiting & retention for both cadets and seniors) a. To what do you attribute your success or shortfall? b. How do you encourage parental participation? c. Have you ever terminated a member? If so what procedures did you follow? d. What is your procedure for member suspension?	 CAPP 33-1 para 4 CAPR 35-3 para 6 CAPR 35-1 para 6b
6.	Do you enforce the CAP Non-discrimination Policy throughout your wing? a. Do you maintain DoD Directives 5500.11 and 1020.1 at wing headquarters and are they available for review upon request by any CAP member? b. What is your procedure for handling/reporting complaints alleging discrimination? c. Have all members within your command been briefed on the interim policy letter on complying with CAP's Non-discrimination Policy and for reporting violations of that policy?	 CAPR 39-1 para 2a(2) Nat'l Commander 's policy letter dated 1 Apr 03 Nat'l Commander 's policy letter dated 1 Apr 03
7.	Describe your internal communications procedures.	SOW; CAPR 20-1 page 25;

	<p>a. How often do you and your staff visit subordinate units?</p> <p>b. How often do you meet with your staff and do you keep minutes of staff meetings?</p>	CAPR 20-1 page 25
8.	Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.	CAPR 60-3 para 1-4
9.	How are you engaged in the flight release program?	CAPR 60-1 Chap 4
10.	Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.	CAPR 123-2 para 4 and 6
11.	Do you ensure your ES officer publishes equipment and personnel alert rosters each year and that they are sent to appropriate agencies?	CAPR 60-3 para 1-4a(1)
12.	Have you ensured your wing is in compliance with the National Commander's Policy to implement the protection of radio frequency information?	National Commander's Policy Letter dated 4 Feb 05
13.	Are you Counterdrug qualified?	CAPR 60-6 para 1-5e
14.	How do you ensure members wear the CAP uniform properly?	CAPM 39-1
15.	<p>Do you receive state appropriations? If so, how are those funds primarily used?</p> <ul style="list-style-type: none"> ▪ How do you ensure that reimbursements are not being duplicated by state and federal government funding? 	CAPR 173-2 para 2
16.	<p>What are your internal procedures for safeguarding supplies and equipment against theft or misuse?</p> <p>a. When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability?</p> <p>b. Are you the only disposal approval authority for other than DoD funded/DRMO equipment?</p>	<p>CAPR 67-1 para 1-3j</p> <p>CAPR 67-1 paras 1-3j(4) and 4-8</p> <p>CAPR67-1 para 1-3j (5)</p>
17.	<p>What are your Internal Procedures for sound fiscal management and control of Wing Finances?</p> <p>a. Do you actively participate in Wing Finance Committee Meetings?</p> <p>b. Do you insure Internal Fraud Prevention through quarterly audits?</p>	<p>CAPR 173-2 para 2</p> <p>CAPR 173-2 para 2b</p> <p>CAPR 173-2 para 5h</p>
18.	Describe your relationship with your State Director.	CAP-USAF/CC emphasis item

	TAB E-2: SAFETY	
	ITEM	REFERENCE
1.	Is a wing safety officer and subordinate unit safety officers appointed in writing? a. Do you maintain a manning roster, showing assignment of safety officers in subordinate units? b. Have safety officers acquainted themselves with FAA-approved accident prevention counselors?	CAPR 62-1 paras 1d and 2a CAPR 62-1 para 2a CAPR 62-1 para 2e
2.	Has the wing commander published a supplement to CAPR 62-1, which addresses how the Pilot Proficiency Program will be conducted and the procedures for reporting completion to the wing? a. Does it also contain local policy guidance? b. What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives or operating procedures)? c. Are any local directives or other forms of guidance published in the area of accident prevention?	CAPR 62-1 para 1b(1) CAPR 62-1 para 1b(2) CAPR 62-1 para 1c CAPR 62-1 para 2d
3.	Is ground and flying safety information briefed monthly at unit meetings? a. Is a roster of individuals in attendance maintained? b. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots? c. Is the NHQ Safety Bulletin placed on the bulletin board or in a read file? d. Are previous summaries and attendance rosters covering the past twelve months on file? Please have records available for inspection. e. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)? f. How are you implementing the mandatory "Sights on Safety" program within the wing?	CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(3) Nat'l Commander's Policy Letter dated 20 Aug 02
4.	Are personnel briefed annually regarding the location (readily available), use/purpose of the following forms: a. CAPFs 26, <i>CAP Safety Improvement or Hazard Report</i> b. FAA Forms 8740-5, <i>Safety Improvement Report</i>	CAPR 62-1 para 2c
5.	How do you coordinate activities with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?	CAPR 62-1 para 2e
6.	Has an internal safety survey been scheduled and	CAPR 62-1 para 2f

	<p>accomplished annually?</p> <p>a. Is there a suspense system to ensure all deficient items are corrected prior to closing out the report?</p> <p>b. Are copies of completed surveys forwarded to the next higher headquarters?</p>	
7.	<p>Is there an effective awards program within the wing?</p> <ul style="list-style-type: none"> ▪ Have the previous year's Certificates of Achievement, CAPC 48, been presented to qualified units? 	<p>CAPR 62-1 para 3, 5, 9</p> <p>CAPR 62-1 para 6</p>
8.	<p>Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?</p>	<p>CAPR 62-1 para 8</p>
9.	<p>Are local accident reporting procedures established?</p> <ul style="list-style-type: none"> ▪ Has a CAP Form 78 and 79 been submitted on all applicable accidents? Were they on time? 	<p>CAPR 62-2 para 4</p> <p>CAPR 62-2 para 5</p>

TAB E-3: INSPECTIONS		
	ITEM	REFERENCE
1.	<p>Is the IG double billeted?</p> <p>a. What rating/level have you achieved in the Inspector General Specialty track?</p> <p>b. Have you completed the CAP Inspector General College?</p>	<p>CAPR 123-1 para 5e CAPR 123-1 para 9b</p> <p>CAPR 123-1 para 9b</p>
2.	<p>Describe your Subordinate Unit Inspection (SUI) program for inspection of the wing's subordinate units.</p> <p>a. Have you implemented the CAP SUI Guide as part of the SUI program?</p> <ul style="list-style-type: none"> ▪ Have you included any additional requirements from region/wing supplements and/ or policy letters? <p>b. Please have all SUI reports for the last 3 years available for inspection</p>	CAPR 123-3 para 11 and the Statement of Work
3.	What evidence/proof do you offer the wing's members that the IG works for the commander?	CAPR 123-1 para 2
4.	<p>Describe all IG complaints handled in the past 3 years to include:</p> <p>a. Proper documentation?</p> <p>b. Safeguard of individual identity?</p> <p>c. Complaints closed out at lowest level?</p>	<p>CAPR 123-2</p> <p>CAPR 123-2 paras 2, 7a, 8j CAPR 123-2 para 7a CAPR 123-2 para 6b</p>
5.	<p>How are CAP personnel in your wing made aware of the IG system?</p> <p>a. Describe any instances in which it should have been utilized but was not. Describe your efforts to rectify the problem.</p> <p>b. Describe how you advertise to your wing, the purpose, capability and authority of the IG to support an effort to handle problems at the lowest level.</p>	CAPR 123-1 Para 10

TAB E-4: LEGAL OFFICER		
	ITEM	REFERENCE
1.	Is the Legal Officer appointed in writing? a. Does the Legal Officer meet the qualifications listed in CAPR 111-1? b. Is the Legal Officer double billeted as the IG?	CAPR 10-3 and 35-1 CAPR 111-1 para 2 CAPR 123-1 para 5e
2.	Please provide documentation to show you reviewed all documents placing a legal commitment on CAP and do you participate in their negotiation when appropriate?	CAPR 111-1 para 3b(7)
3.	In what ways do you provide legal support to the wing commander? a. Have you reviewed state and local laws and suggested ways to avoid liability from CAP activities? b. Do you help the commander ensure all Legal Officer appointments are tendered only to properly qualified individuals?	CAPR 111-1 para 3b CAPR 60-3 para 1-21 CAPR 111-1 para 1
4.	In what ways do you provide legal support to the wing staff?	CAPR 111-1 para 3b
5.	How do you monitor compliance with the CAP Constitution and By-laws?	CAPR 111-1 para 3b(8)
6.	How do you support field Legal Officers? a. Do you review Legal Officer promotions and recommend action to the commander? b. Do you maintain a list of Legal Officers assigned within the wing? c. Have you attended the National Legal Officers College? Do you encourage other Legal Officers in the wing to attend? d. Do you designate Legal Officers to assist unit commanders who have no Legal Officer?	CAPR 35-5 para 25d Legal Off. Handbook Pt II, Sec C, para 4, 5, 6 Legal Off. Handbook Pt II, Sec C, para 7

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